



DAVID E. JANSSEN  
Chief Administrative Officer

July 7, 2004

County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
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Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**REQUEST FOR EXTENSION - REPORT ON DEPARTMENTAL OVERTIME COSTS**

On June 22, 2004, the Board of Supervisors requested the Chief Administrative Office to report back in two weeks on what is being done to curtail overtime costs as reported in the Daily News on Sunday, June 20, 2004. At this time, our office is attempting to collect the information necessary to prepare a complete and thorough response to your Board. Therefore, we are requesting a two-week extension until July 20, 2004.

If you have any questions, please do not hesitate to call me, or your staff may contact Sid Kikkawa at (213) 974-1133.

DEJ:SK  
AB:ljp

c: Executive Officer, Board of Supervisors

extension07.bm